

## Adams County Association of Township Officials

Stephanie A. Egger, President  
Marcia V. Weaver, Treasurer

Coleen N. Reamer, Vice-President  
Deborah A. Brogan, Secretary

### EXECUTIVE COMMITTEE MEETING October 20, 2015

The Adams County Association of Township Officials (ACATO) Executive Committee met at Hamilton Township, Abbottstown, PA on Wednesday, October 20th, at 1:00 pm. Stephanie Egger, President, Supervisor Hamilton Township presided. Those attending were: Marcia Weaver, Treasurer, Reading Township; Diane Groft, Conference & Programs Planning Committee Chair, Mt. Pleasant Township; Coleen Reamer, Vice-President, Supervisor Hamilton Township and Debby Brogan, Resolutions Committee Chair and Association Secretary, Hamilton Township.

#### Minutes

The Minutes of the September 9, 2015 Executive Committee Meeting: Marcia Weaver made a **motion** to approve the minutes. Diane Groft second the motion. Motion carried.

**Treasurers Report:** Marcia Weaver presented the report to the members. She gave brief explanation of the entries. Diane Groft stated that she will go over the report she needs for the Convention booklet with Marcia. Diane Groft stated that she has the Audit report.

#### November Convention:

Diane Groft stated that the attendance for the Convention is at about 200.

Stephanie A. Egger asked for an update on the booklets. Diane Groft stated that she is waiting for two (2) vendors' ads, our agenda and a few other things. She figures that she will have them ready for proofing during the first week of November.

Coleen Reamer stated that the flowers have been ordered from Vo-tech School. Each arrangement is \$12 and we are purchasing 20 planters. Coleen Reamer will pick these up..

Diane Groft will also be receiving several ferns to use at the stage.

Bev Shriver will pick up the gift certificates. Marcia Weaver gave her a check. There will be 2-\$100 GC from Lowes (for Townships only), 2-\$50 GC from Staples, 4-\$25 GC from Tractor Supply, & 4-\$25 GC from Sheetz.

Diane Groft stated that the VFW has requested that they be allowed to stay for the meal. Diane Groft stated that if they stay, she told them they would not get the donation if they stayed for the meal. They will get back to her with their decision.

There was discussion concerning the placemats; printed vs store bought. Debby Brogan suggested that maybe the printer could make what we needed. Diane Groft suggested that we use store bought. Stephanie A. Egger said we'll scrap this and do the power point of vendors instead. Coleen Reamer said she would do this project.

Stephanie A. Egger reported that she received a letter from PSATS informing us that Melissa Morgan will not be coming to our convention. Instead, Jinni Linn, Director of Communications, will be coming and would like 30 minutes to speak.

Attendance Certificates: Stephanie A. Egger has copies and will have Debby Brogan handle this project.

Diane Groft will work on a list of the attendees. Debby Fieler will print them. Coleen Reamer will purchase one pack of name tags and we have the rest in supply.

Centerpieces: 12" long planter w/flowers, and a star pick, military book and bowl of mints. We also have some small American flags and Diane Groft will purchase the balance to stick in the planters.

Set-up time was discussed. Diane Groft would like to have us there at noon.

Honorarium gifts were discussed: Sergeant Ben Jones will receive \$100 cash and Admiral Sestak will receive \$50 cash. Both will receive a military book.

Agenda discussion: The members went over the agenda, using 2014 agenda as a guide. Diane Groft will type up for the booklet.

### **Planning Workshop:**

Planning Workshop is to be held on October 28<sup>th</sup>. Coleen Reamer will send out an email reminder. Diane Groft will take care of the donuts and coffee for the event. Bev Shriver will act as the registrar and will print out the evaluation sheets.

Having nothing further to discuss, the meeting was adjourned at 2:45 pm.

Minutes taken & transcribed by:

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Deborah A. Brogan  
Secretary Hamilton Township

